



CLEARING AND GRADING PERMIT SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

- ☐ **City of Shoreline Permit Application** (attached)
- ☐ **Critical Areas Worksheet** (attached). Note: a critical area report may be required if a critical area exists on or adjacent to the site.
- ☐ **Cross Sections** – At least **three (3) copies** are required: one in each direction, showing the existing and proposed contours, as well as the horizontal and vertical scale. (This requirement may be waived if the project does not involve grading).
- ☐ **Environmental Checklist** or any State Environmental Policy Act (SEPA) determination, if applicable. (SEPA fees are in addition to grading permit fees, please see the State Environmental Policy Act (SEPA) requirements handout for additional details).
- ☐ **Geotechnical Report** – **two (2) copies** of the soils report or geotechnical evaluations. This provision may be waived if the project does not include grading within a geologic hazard area.

Plan for Temporary and/or Permanent Erosion and Sedimentation Control Facilities: These facilities must be designed in accordance with the *Department of Ecology Stormwater Management Manual for Western Washington*.
- ☐ **Site Plans** – **three (2 full size and 1 reduced - maximum 11" x 17") copies** drawn to an engineering scale (e.g. 1" = 20'). Permit applications for co-locations only may not require as detailed of a site plan.
 - Site address
 - Name, address, and phone number of the person who prepared the drawing.
 - Graphic scale and north arrow.

- Location, identification and dimensions of all proposed and existing buildings and their uses.
 - Note structure height. The structure height must be calculated based on the average existing grade. The calculation is to be illustrated on the elevations.
 - Dimensions of all property lines.
 - Building/structure setbacks from front, side, and rear property lines.
 - Buildings within 50' of the proposed structure.
 - Easements, including utility, drainage, access, open space. Include the King County recording number for existing easements.
 - Location of existing parking spaces, include traffic flow and all internal walkways.
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- ☐ **Tree Retention, Protection, and Planting Plan**
 - Location of all critical areas and buffers on or adjacent to the site.
 - Location, size, species, and condition of all existing trees on the property.
 - Clearing limits.
 - Identification of trees to be removed, trees to be preserved, and location of planted trees.
 - Proposed tree protection measures and tree and vegetation planting details.
 - Calculation of required tree retention percentage.
 - Calculation or required replacement trees.
 - The Tree Retention, Protection, and Planting Plan may be combined with the Site Plan or the Grading Plan if no landscaping plan is required.
 - The Director may waive these requirements if the applicant can demonstrate that they are removing no more than **six** significant trees. Please see the *Tree Cutting* handout and the Tree Conservation, Land Clearing, and Site Grading Standards in the Shoreline

8/2011

17500 Midvale Avenue North, Shoreline, Washington 98133-4905

Telephone (206) 801-2500 Fax (206) 801-2788 pcd@shorelinewa.gov

The Development Code (Title 20) is located at mrsc.org

Development Code for additional

□ **Additional Requirements:**

- A registered engineer, licensed in the State of Washington must stamp (1) Plans that include permanent drainage facilities, if such facilities are proposed and (2) Plans for grading in landslide hazard areas.
- Identify in writing the source of fill material, destination of excavated material, travel routes for hauling material, methods of clean-up and how to minimize problems of dust, mud and traffic circulation.
- Properties with critical areas and their buffers as defined in the Critical Areas Ordinance may require submittal of special

information and specific requirements. reports, and may require implementation of mitigation measure as described in that Chapter.

- A certified arborist may be required to prepare a professional evaluation to include the anticipated effects of proposed construction of the viability of trees on site, provide a hazardous tree assessment, develop plans for supervising and/or monitoring implementation of required tree protection or replacement measures, and/or conduct a post construction site inspection.

Submittal Fee: \$435.00 (\$145.00 hourly rate, 3 hour minimum).

The initial deposit may be reduced for projects that do not include grading.

Please note: Fees effective 1/2011 and are subject to change.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

City of Shoreline applications and submittal checklists may be downloaded from our website www.shorelinewa.gov under "Popular Links" select "Permits".

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